

## Attachment 1

## PERFORMANCE WORK STATEMENT

C.1.1. GENERAL INFORMATION. The contractor shall provide certified staff to perform full time services and shall provide equipment to administer, install, maintain, and repair the Integrated Commercial Intrusion Detection System II/III (ICIDS II/III) components , sensors, connections, system wiring, control units, and conduit at Fort Richardson Alaska & Fort Wainwright, Alaska (FRA) (FWA), that are an integral part of the MDI and DAQ Electronics, Inc. systems (ICIDS II/III, respectively) with Graphic map and Window Operating System. Contractor shall, jointly with Directorate of Public Works (DPW) Alarm Maintenance Personnel, administer the new and existing Intrusion Detection System/Electronic Entry Control System/Closed Circuit Television (IDS/EECS/CCTV) system and maintain it in an operational state. Contractor shall on request of the Contracting Officer design, purchase, install and maintain additional IDS/EECS/CCTV for required facilities identified. Period of Performance for this contract will be from 30 September 2006 thru 31 August 2007 (11 months) with 4 one year (12-month) option periods.

C.1.1.1. HOURS OF OPERATION. Maintenance work shall be performed during regular working hours (7:30 AM – 4:30 PM) Monday through Friday, excluding Federal holidays unless the Contracting Officer approves after duty hours or holiday work in writing.

C.1.2. PERSONNEL. The certified contractor shall provide a certified (MDI/DAQ) work force possessing the skills, knowledge, and training to satisfactorily perform the services required by this contract. Proof of certification is required prior to start of contract. Personnel performing work under this contract shall remain employees of the contractor and will not be considered employees of the Government.

C.1.2.1. CONTRACTOR REPRESENTATIVE.

C.1.2.1.1 The certified contractor shall provide an offsite project manager who shall be available on-call during the normal duty hours 7:30 A.M. to 4:30 P.M., to conduct over-all management coordination and furnish liaison with the Government. The contractor's project manager shall be the point of contact with the Government and shall have the authority to act or make decisions for the contractor on all matters pertaining to this contract.

C.1.2.1.2 The Government and the Contractor understand and agree that the services to be delivered under this contract are non-personal services and that no employer-employee relationship exists or will exist under the contract between the Government and the Contractor or between the Government and the Contractor's personnel. Further, the Contractor is not the Government's agent.

C.1.2.1.3 The Government will not exercise any supervision or control over Contractor personnel performing services under this contract. Contractor personnel shall not become and integrated part of the Government organization in connection with performance under this contract.

C.1.2.1.4 The services to be performed under this contract do not require the Contractor or his employees to exercise personal judgement and discretion on behalf of the Government, but rather, the Contractor's employees shall act and exercise personal judgement and discretion on behalf of the Contractor.

C.1.2.1.5 Contractor personnel shall not be eligible, by virtue of performance under this contract, for payments by the Government of entitlements and benefits accorded federal employees. The entire consideration to the Contractor for performance of this contract is contained in the provisions for payment set forth in this contract.

C.1.2.2. The certified contractor shall designate an alternate project manager who shall be authorized to act on behalf of the contractor in the absence of the contractor's project manager or when the contractor's project manager is not available.

C.1.2.3. The certified contractor shall provide the name, address, telephone number and facsimile number for the contractor's project manager and alternate to the Contracting Officer within ten (10) calendar days following contract award. The certified contractor shall verbally notify the Contracting Officer of changes as they occur and provide written changes as they occur, but not later than 48 hours after the effective date of change.

C.1.2.4. IDENTIFICATION BADGES. Contractor's certified personnel on duty shall wear contractor provided identification badges displaying the employee's name and the name of the contractor.

C.1.2.5. Ten (10) calendar days prior to start of contract performance, the certified contractor shall submit to the Contracting Officer, in writing, the names, SSN's, phone numbers of the contractor's project manager, alternate project manager, management, and personnel scheduled to perform work under this contract. The appropriate certification documentation must be submitted during this process.

C.1.3. CONTRACTOR PERSONNEL: The certified company performing the maintenance and repair on the systems shall be MDI and DAQ Electronics, Inc. certified prior to bid with a minimum of 3 years experience in Headquarters Department of the Army, PM-FPS approved intrusion detection systems (IDS) integration. The repairmen or technicians shall be trained and certified in the equipment and maintenance of ICIDS II/III systems reflective of equipment installed at Fort Richardson and Fort Wainwright (MDI/DAQ). Contractor shall present evidence within ten (10) calendar days prior to start of contract performance, that service personnel have been qualified and trained on the MDI / DAQ Electronic systems.

C.1.3.1. **Personnel and Security Requirements:** The Contractor's personnel shall be capable of attaining the prerequisite Secret level clearance granted in accordance with AR 380-67, paragraph 3-400. The contractor shall comply with guidance found in the attached local U.S. Army Alaska Regulation 380-6. The contractor will thoroughly screen all employees being considered for processing to receive a secret clearance IAW criteria outlined in AR 380-67. If any employee is subsequently unable to receive a Secret clearance, the contractor will replace that employee. Contractor personnel shall also be required to obtain a satisfactory finger print based law enforcement criminal history background check by submitting a request to the state of Alaska Department of Public Safety, Records and Identification Section. At a minimum, all employees require a favorable local law enforcement background check prior to start of contract. The contractor shall observe and practice all security and building regulations that may be in effect at the time of the award.

C.1.4. **CONTRACT DISCREPANCY REPORT.** The certified contractor may be issued a Contract Discrepancy Report (CDR) when contract performance is unsatisfactory. The contractor shall complete Blocks 7, 8, and 9 of the CDR and return it to the Contracting Officer within two (2) days after receipt.

C.1.5. **INTERFACE WITH GOVERNMENT OPERATION.** Performance of work by certified contractor personnel under the terms of this contract shall not interfere with regularly scheduled Government operational activities.

C.1.6. **CONSERVATION OF UTILITIES.** Certified contractor personnel shall practice utilities conservation and shall operate under conditions which preclude waste of Government furnished utilities.

C.1.7. **FILES.** The certified contractor shall maintain complete and accurate files of documentation, records, and reports required under the terms of this contract. The contractor shall not allow access to the files by any Government agency, non-Government agency, or individual unless specifically authorized by the Contracting Officer. Files shall be made available to the Contracting Officer or designated representative upon request. All files will become the property of the Government and shall be turned over to the Contracting Officer at the expiration or termination of this contract.

C.1.8. **DISCLOSURE OF INFORMATION.** Performance under this contract may require the certified contractor to access data and information proprietary to a Government agency, another Government contractor, or of such nature that its dissemination or use other than as specified in this work statement would be adverse to the interests of the Government or others. No such information shall be released or shared with other non-government agencies or individuals without the approval of the Contracting Officer.

C.1.9. **WORK COORDINATION AND OPERATING HOURS:**

C.1.9.1. The Contracting Officer Representative (COR) or authorized government representatives will initiate service calls when the IDS/EECS/CCTV is not functioning properly. A certified service technician shall be available to provide service to the complete IDS/EECS/CCTV system at all times during the normal work week. The Contracting Officer or his authorized representative shall be furnished with a telephone number where the service supervisor can be reached at all times. Certified service personnel, other than normal work hours, shall be at the site within 2 hours after receiving a request for service. Under all conditions the IDS/EECS/CCTV shall be restored to proper operating condition within 48 hours after certified service personnel arrive on site if IDS / EECS/CCTV equipment is at fault.

C.1.10. The certified contractor shall submit monthly invoices for payment. Invoices shall be sent through the Contract Administrator to the Contracting Officer, at the Regional Contracting Office, Fort Richardson, for certification. After certification approval, the Contracting Officer will forward the invoice to the Defense Finance and Accounting Office.

### SECTION C.3

#### GOVERNMENT FURNISHED PROPERTY (GFP) AND SERVICES

C.3. PROPERTY: The certified contractor shall not use property provided by the Government for any purpose other than in the performance of this contract.

C.3.1 At each location (Fort Richardson and Fort Wainwright, Alaska), the Government will provide the contractor with a secure office space with work station, standard office equipment and cabinetry, one computer and one printer with LAN connectivity to provide contact with Government employees and receive and transmit official email correspondence. The Government shall also provide a phone, locked filing space, operational office materials and supplies.

C.3.2. Government equipment shall remain the property of the Government and shall at no time be removed from Fort Richardson, AK or Fort Wainwright, AK without prior KO or COR written approval.

C.3.3. KEYS: The Government will provide the certified contractor with a marked set of keys to facilities and equipment being used by the contractor in the performance of this contract. The Government will provide duplication of keys when requested by the contractor and approved by the Contracting Officer.

C.3.3.1. KEY CONTROL. The certified contractor shall be responsible for keys provided to the contractor by the Government. Keys shall not be lost, misplaced, damaged, or duplicated by contractor personnel, nor used by unauthorized contractor personnel. The contractor shall develop and implement procedures to insure that keys issued to the contractor by the Government are safeguarded IAW government key control regulations.

C.3.3.2. In the event a key is duplicated without contracting officer authorization, misplaced, lost, or missing, all locks and keys for that system will be replaced at fair market value by the Government. The contractor shall reimburse the Government for replacement of locks or re-keying. The contractor shall also reimburse the Government for any Government property that is damaged, lost or stolen, as a result of unauthorized key duplication, misplaced key, missing key, or loss of key by contractor or contractor personnel.

C.3.3.3. The certified contractor shall report any occurrence of duplicated, misplaced, damaged, missing or lost keys to the Contracting Officer within 4 hours after discovery of occurrence, and submit a written report to the Contracting Officer by close of business the next working day. The written report shall provide complete details relating to duplication, misplaced key, loss, etc.

C.3.3.4. PUBLICATIONS/STANDARDS: The Government will make available for contractor examination the publications listed in this work statement. All maintenance shall be performed in accordance with the equipment manufacturer's recommendations, as shown in the Technical Manuals, for the equipment applicable code requirements and the installations design guide, DOD & HQDA regulations governing security systems.

C.3.3.5. Wiring: All AC power wiring is government supplied and will be maintained by the government. All signal communication paths between buildings, consisting of twisted pair telephone wiring and fiber optic cabling are government supplied and will be maintained by the government. Certified contractor shall maintain electronic equipment that supports signals dedicated to IDS/EECS/CCTV, and wiring from such equipment to telephone punch blocks, switches, routers located within a building.

C.3.3.6 CONTRACT OFFICER REPRESENTATIVE (COR): There will be a COR designated for each installation that will be responsible for the oversight and receiving reports at each location Fort Richardson and Fort Wainwright.

C.3.3.7. IDS/EECS/CCTV New Installation: All equipment for new installations of IDS/EECS/CCTV shall be provided by the Government.

C.3.3.8 PARTS for Maintenance and Repair of IDS/EECS/CCTV: The Government is responsible for procurement and replenishment of all associated ICIDS components. Parts shall be stored by a government provided storage facility that is operated by the government.

## SECTION C.4

### CERTIFIED CONTRACTOR FURNISHED ITEMS

C.4. CERTIFIED CONTRACTOR FURNISHED ITEMS: The contractor shall furnish all office and maintenance support equipment including computers, printers, faxes and

services not specifically identified as Government furnished in paragraph C.3 and C.5.6, but which are necessary to perform the requirements of this contract. Contractor furnished equipment and services shall be compatible with existing Government systems.

## SECTION C.5

### SPECIFIC TASKS

C.5. TASKS: The certified contractor will be available on a 40 hour normal work week basis (7:30-4:30) to repair and maintain any IDS/EECS/CCTV components with the exception of warranty provided by other certified integrators covered under this contract, regardless of the cause of the malfunction. On his/her own initiative the Contractor's certified employee will be required to coordinate and work with other Fort Richardson and Fort Wainwright agencies and contractors to diagnosis problems and resolve them.

C.5.1. The certified Contractor will make all adjustment and/or replacement of components, including sensors and cameras, within the IDS, EECS, and CCTV. The adjustment and/or replacement includes all installed equipment, all computer equipment, software updates, transmission equipment and local processors.

C.5.2 The certified Contractor shall provide continuous operating system and database maintenance for all functions and capabilities in accordance with ICIDS II/III, MDI/DAQ operations manual and/or the original equipment manufacturers recommendations. Contractor will be required to perform System Administrator (SA) functions for data base maintenance and processing. The contractor shall be responsible for maintaining the integrity of the data of the ICIDS system that includes regular archiving and restoring data to/from data storage devices. With the approval of the COR, the SA shall add, modify and delete access control to privilege records; add, modify, issue and delete access control badges for the EECS; add, modify and delete privilege levels to operator profiles; add, modify and delete sensor records; design, draw and map alarm sensors to the graphic map diagrams for new and existing facilities.

C.5.3. The certified Contractor will provide an adequate training program for the military police/DA police personnel which monitor the IDS system as they are identified by the COR. The contractor shall train and test new monitors on the IDS/CCTV/EECS system. Contractor shall report results of the tests to the COR who will certify operators/monitors for the systems.

C.5.4 The certified Contractor shall keep records and logs of each task and organize cumulative records by ICIDS II/III account numbers. Complete logs shall be kept and made available for inspection on site demonstrating that repairs have been accomplished for the intrusion detection systems.

C.5.5 The certified Contractor shall separately record each service call request, as received, in a maintenance database. The form shall include the serial number (if available) identifying the component involved, its location, date and time the call was received, nature of trouble, names of service personnel assigned to the task, instructions describing what has to be done, the amount and nature of the materials to be used, the time and date work started, and the time and date of completion. All completed work orders shall be noted daily in the maintenance database. The contractor shall deliver a record of the work performed, in the form of a daily report, to the COR or his authorized representative within 5 working days of the work being completed.

C.5.6 In support of the 2 hour time to service and 48 hour time-to-repair requirement, upon initial awarding of the contract, and on a recurring schedule as necessary to maintain sufficient ready spare parts in the inventory, the certified contractor shall advise the COR and government's DPW Alarm Maintenance personnel of the required types/quantities of spare parts that are required to be on-hand at all times. The government furnished office equipment shall include a separate computer workstation that is connected to the base wide ICIDS II/III system. Contractor shall supply all necessary diagnostic and test equipment for the ICIDS II/III system.

C.5.7 The ICIDS II/III systems integrates parts manufactured by MDI/DAQ with equipment and parts available from a variety of security supply sources. The government is responsible for procurement and replenishment of all associated ICIDS components. Replenishment and initial parts orders will be accomplished through direct contractor coordination with the COR and DPW's Alarm Maintenance services. Contractor shall recommend the integration of new state of the art sensors, new control unit parts, including power supplies and batteries, and new zone monitoring devices as the components fail.

C.5.8 The ICIDS System runs on Windows software applications and other software proprietary to MDI/DAQ. The certified contractor is responsible for all future software upgrades and training necessary to facilitate the normal and proper functioning of the ICIDS system (IDS, CCTV, EECS) during the term of this contract.

C.5.9. The certified contractor will be required to assist the COR and DPW Alarm Maintenance personnel in the design, installation, and operations of all new installations during the term of the contract. The Government anticipates no more than twenty (20) new installations at Fort Richardson and no more than twenty (20) new installations at Fort Wainwright. Equipment for the new installations will be purchased by the government.

C.5.10. WORK HOURS:

C.5.10.1 Scheduled Work: Shall be accomplished between the hours of 0730 and 1630 hours, exclusive of Saturdays, Sundays, and Federal holidays.

C.5.10.2. Repair Service Calls: The COR or authorized government representatives will initiate repair service calls when the IDS/EECS/CCTV is not functioning properly. The certified Contractor shall provide service to repair the IDS/EECS/CCTV system twenty-four (24) hours a day, seven (7) days a week, Saturdays, Sundays and Federal holidays inclusive, upon receipt of oral or written notification of equipment failure or improper functioning of any component. The contractor shall provide a telephone number where the service supervisor can be reached at all times. Service personnel shall be at site within 2 hours after receiving a request for service. The IDS/EECS/CCTV shall be restored to proper working condition within 48 hours after service personnel arrive on site if IDS /EECS/CCTV equipment is at fault. The Government will provide a list of persons authorized to place calls in accordance with the terms and conditions of the contract. The contractor shall not accept calls from persons other than those persons whose names are provided to the contractor in accordance with this paragraph.

C.5.10.3 Response Time: Certified contractor personnel shall provide service to repair and maintain IDS/EECS/CCTV within 1 hour of notification during the normal workweek. The contracting Officer or his authorized representative shall be furnished with a telephone number where the service supervisor can be reached at all other times. Service personnel, other than normal work hours, shall be at the site within 2 hours after receiving a service request for service. Upon completion of the work, the contractor shall complete a Service Work Call report and leave a signed copy at the Physical Security Office. Certified repair technician(s) shall coordinate for access to the system with Government user personnel at the facility requiring repairs, as part of each service call.

C.5.11. Parts: Government is responsible for procurement and replenishment of all associated ICIDS components and parts.

C.5.12. Service Call Records: The certified contractor shall separately record each service call request, as received, in a maintenance database. The record shall include the serial number identifying the component involved, its location, date and time that the call was received, nature of trouble, names of service personnel assigned to the task, instruction describing what work has to be done, the amount and nature of the materials to be used, the time and date that the work started, and the time and date of completion. All completed work orders shall be noted daily in the maintenance database. Contractor shall deliver a record of the work performed to the Contracting Officer Representative (COR) within five (5) days of the work being completed.

C.5.13. Wiring and Equipment: Certified contractor shall maintain electronic equipment that supports signals dedicated to IDS/EECS/CCTV, and wiring from such equipment to telephone punch blocks, switches, routers located within a building.